

Section III

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I. Amendments

A. Time Extensions

1. Instructions

You may find the need to extend the dates associated with your contract. Occasionally, contractors find that they need more time to complete purchases of equipment or that all classes could not be conducted during the specified period listed in the contract.

Time extensions to contracts must go through the formal amendment process. That is to say, we must produce a formal change to your contract with a new cover page and have both parties sign copies of the amendment on the following page.

Important Reminder: Attachment B - Paragraphs 3 and 4 of the contract refer to both the deadline to purchase equipment or conduct classes and the time allowed to invoice for these costs. Be sure to note these dates and deadlines associated with the contract.

2. Sample Letter

A sample letter requesting a time extension is included on the following page.

July 6, 2006

Aquatic Grants Program
Department of Boating and Waterways
2000 Evergreen Street, #100
Sacramento, CA 95815

Dear :

(Contractor name) requests a modification to Attachment B - Paragraph 3 of Contract (contract number). I would like to request an extension of the deadline to purchase vessels and equipment to (new date).

The reason for this request is that (reason--e.g.: delay with getting equipment in, equipment not available, etc.)

Sincerely,

Time Extension Sample

B. Changes to the Budget Page

1. Instructions

Sometimes, changes need to be made to the budget page that is part of Attachment A of the contract. Changes to the budget page do not need to go through the formal amendment process. The contractor may simply submit a letter of request along with a new budget page that will replace the previous one.

The amended budget page should contain all items that have been or will be purchased in the contract, not just the changed items. The amended budget page must add to the total amount of the contract. For example, if the original budget page added to \$20,000, the amended budget page must also add to \$20,000.

2. Template

Please use the Budget Page (sample in Manual) found at <http://www.dbw.ca.gov/PDF/AquaticGrant/2006Budget.doc>

3. Sample Letter

A sample letter requesting a change to the budget page (and BUDGET PAGE) are included on the following pages.

Attachment A
Budget Page
Year One

Equipment

Line Item Number	Item/Description	Cost	Quantity	Extension
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
SUBTOTAL				

Scholarships

Note: Group by name of course, e.g. *Basic Sailing*, if there are two courses of the same name but with different costs per student, separate them by cost of each course

Line Item Number	Course Name/Description	Date(s) Conducted	No. of Students per Course	Cost per Student per Course	Extension
1.					
2.					
3.					
4.					
5.					
6.					
7.					
SUBTOTAL					

Instructor Training

Line Item Number	Name of Course	No. of Students	Cost per Student	Extension
1.				
2.				
3.				
4.				
SUBTOTAL				

Total Grant Amount

\$

Contractor Name: _____

Date: _____

Signature: _____

April 1, 2006

Aquatic Grants Program
Department of Boating and Waterways
2000 Evergreen Street, #100
Sacramento, CA 95815

Dear:

(Contractor name) requests a modification to the budget page listed in Attachment A of Contract (contract number). I have attached a new budget sheet for your approval.

The reason for this request is that we have found that (equipment was cheaper than expected, going with different model is advisable, received an unexpected donation, etc.)

Sincerely,

Change to Budget Sheet Sample

II. Disposition of Equipment

A. Instructions--Selling Equipment

At some point, you may wish to sell equipment purchased under a particular contract. In most circumstances, this is allowable. Any equipment sold must be in good condition--safe and seaworthy.

Particularly in the case of engines, contractors have found that they can purchase an engine at a wholesale price and sell it the next year, use and realize an amount equivalent to the purchase price and purchase a new engine at wholesale price. We encourage this process.

Additionally, many contractors wish to sell aging fleets of vessels while they still have life left in them and replace them with new fleets. If you decide, for instance, to sell your fleet of vessels and wish to replace it with funds from an additional grant from the Department, we require the money realized from the purchase to go toward the purchase of the new fleet or new equipment you wish to purchase.

Should you wish to sell equipment, you must submit a letter of request to do so. If your request is approved, a letter authorizing the sale will be forwarded to you accompanied by the pink slip if applicable.

Note: Organizations, such as University Foundations, are not entitled to proceeds from the sale.

B. Instructions--Trade-Ins

Some contractors may be participating in a formal vessel or engine trade-in program that is available through certain dealers/manufacturers.

If this is the case, each year, you must notify the Department when it is time to trade the vessel in for the new model. We will forward the pink slip to facilitate the trade-in. Once that is completed, you will need to re-register the vessel with the Department of Boating and Waterways listed as lien holder and the pink should be automatically forwarded to our office.

C. Instructions--Disposing of Equipment

At some point, you may find that your equipment has exceeded its lifespan and is no longer safe. In these cases you may dispose of the equipment by sending us a letter explaining the situation, listing the equipment in question, and requesting permission to dispose of it. This process may require a site visit to view the equipment prior to disposal.

Sample Letter

A sample letter requesting the sale or disposal of equipment is included on the following page.

October 3, 2006

Aquatic Grants Program
Department of Boating and Waterways
2000 Evergreen Street
Sacramento, CA 95815

Dear:

I am writing to request permission to sell equipment purchased under contract (contract number).

The equipment in question follows:

<u>Type</u>	<u>HIN number</u>	<u>CF number (if required)</u>
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The reason for this request is that (reason).

I will forward a copy of the receipt for your files and will reinvest the money from the sale in the aquatic program.

Sincerely,

Selling Equipment Sample